

CIVIL ENGINEER

FSLA Code: E

Job Code: 3050

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional work responsible for engineering and inspection duties, diverse technical and managerial work; does related work as required. Responsible for design, field engineering and contract administration of site development plans. Work is performed under the general supervision of the City Engineer.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinates public works and public utilities activities with other divisions and agencies, approves projects including detailed plans and specifications for improvements to the water and sanitary sewer system, review and analyze plans and specifications for construction of public facilities;

Prepares structural and civil design drawings, technical specifications, and construction cost estimates of projects;
Reviews all subdivision plot revisions concerning access, street location, site distance and traffic safety;
Performs the more difficult or highly technical design or review of site or subdivision plans;
Recommends solutions and alternatives to technical problems arising during study and design phase;
Site plan review for public facilities, construction, analysis of various engineering studies and reports;
Review all plans and ensures compliance with local, state and federal guidelines;
Supervises work performed under contract and maintains professional control of projects to completion;
Supervises, plans, coordinates a large engineering support staff performing diverse technical and managerial work;
Receives and responds to citizen inquiries and complaints and establishes priorities;
Conducts field inspections at projects, solves problems arising during construction phase;
Establishes and maintains effective working relationships with city officials, other public officials, associates, contractors and the general public;
Reviews new development plans to ensure compliance with specifications and regulations;
Attends project and administrative meetings and conferences and makes recommendations concerning budget issues;
Assists with the development of the division operating and capital budgets;
Performs traffic and transportation related responsibilities;
Assists with the management and prioritization of the City's infrastructure;
Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with major course work in civil engineering and extensive experience in a responsible position in the engineering field; registration as a Professional Engineer in the Commonwealth of Virginia; comprehensive knowledge of the principles and practices of civil engineering, of municipal public works and public utilities administration, planning and design; demonstrated ability to review and analyze plans and specifications for construction of public facilities, formulate comprehensive operational policies and procedures, and prepare technical reports; demonstrated ability to organize facts effectively, to prepare clear and concise reports; demonstrated ability to plan and supervise diverse construction and maintenance projects and specifically the work of skilled and semiskilled workers, and to establish and maintain effective working relationships with city officials, private contractors, associates and the general public. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all-inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.